Calpendo Scheduling Guide

1. Register as a new user
   a. [https://bic-missouri.calpendo.com](https://bic-missouri.calpendo.com)
   b. Select **register new user** tab
   c. Enter user info in necessary fields and select **register** tab
   d. Wait for BIC admin to accept new user request

2. Projects/Studies
   a. Lab studies are identified as **projects**
   b. If adding a new project send BIC admin project details
   c. Always select a project from **projects** tab in order to avoid duplicating a project already created
      Select **Projects – User list of projects** tab and view the list of all current projects
   a. Send Huiling via email ([pengh@missouri.edu](mailto:pengh@missouri.edu)) project list you want to be involved
   b. Wait for BIC admin to assign you to projects you request
   c. You will be only allowed to book scan for projects you are assigned to

3. Booking a scan
   a. Login in as user
   b. Select date and time
   c. Under **new booking** window
      1. Select desired room under **resource** tab
      2. Select desired study under **project** tab
      3. Edit time under **when** tab
      4. Select **create booking** tab

4. Cancellations
   a. Select study date and time and select **edit** tab
   b. Select **cancel booking** tab
   c. Select **this item** tab
   d. All cancellations are tracked and an email is sent to admin to track cancellations
   e. Once the time has elapsed, users are unable to adjust time booked

5. Booking details
   a. Billing is based off of time booked on Calpendo
   b. Calpendo automatically books 15min before and 15min after selected scan time
   c. No charge for cancelling booked time with more than 24hrs notice
   d. 50% charge for cancelling booked time 30mins-24hrs notice
   e. 100% charge for 30mins or less notice including no show